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## CHAPTER 28

### TRANSCRIPTS IN APPEALS

#### Appellate Rules 28 & 30

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The court reporter's preparation of the Transcript must be performed in accordance with the technical requirements of [Ind. Appellate Rule 28](#):

- 8-1/2 x 11 inch white paper;
- the lines of each page must be numbered;
- each page must contain no less than 25 lines (unless it is a final page);
- pages must be numbered consecutively regardless of the number of volumes of transcript;
- volumes of transcript and volumes of exhibits should be numbered separately;
- left margin can be no more than 1-1/2 inches from the edge of the binding;
- all other margins must be one inch from the edge of the page;
- the court reporter must note in boldface capital letters at the top or bottom of each page where a witness's direct, cross, or redirect examination begins;
- the typeface shall be no larger than 12-point type;
- line spacing shall be no greater than double-spacing.

Please keep in mind the following:

- All volumes must have a cover page with the case information and be clearly labeled to identify the volume (e.g., Transcript, Vol. 1 or Exhibits, Vol. 3).
- All volumes of Transcripts and Exhibits must be bound at the left.
- **Short transcripts should be combined into one large volume** (up to 250 pages). Identify on a cover sheet what hearings are contained in the volume.
- All transcripts should be accompanied by a **separately bound Table of Contents**;
- Transcripts should be sent to the office of the Clerk of the Supreme Court, Court of Appeals and Tax Court **immediately upon request**.

In addition to this manual and the text of Appellate Rule 28 itself, useful information about preparation of transcripts may be found in the Court Reporter's Handbook.

## Electronic Transcripts

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[Ind. Appellate Rule 30](#) permits the court reporter to submit an electronically formatted Transcript instead of or in addition to a paper Transcript prepared under Rule 28, if the trial court, all parties on appeal and the Court on Appeal all approve and the electronic transcript is prepared in compliance with the procedures described in the rule and meets the technical standards set forth in [Appendix B to the Rule of Appellate Procedure](#).

Points to remember about electronic Transcripts:

- At the time the notice of appeal is filed with the trial court clerk, all parties may jointly move the Court on Appeal to accept an electronically formatted Transcript. The motion must acknowledge the trial court's willingness to provide a transcript in electronic format that conforms to the requirements of the Appellate Rules.
- The court reporter must transcribe the evidence on media meeting standards for electronic media, formatting, transmission and word processing software approved by the Division of State Court Administration.
- The electronic Transcript shall be paginated and the lines sequentially numbered. Although marginal notes are not required, the electronic Transcript must designate the point at which exhibits, by exhibit number, are considered at trial.
- Submission of exhibits is governed by [Ind. Appellate Rule 29](#).
- [Ind. Appellate Rule 30](#) does not specifically address confidentiality of records but [Ind. Administrative Rule 9\(G\)\(4\)](#) governs access to records in appellate proceedings. **The rule does not exempt electronic transcripts from compliance with the requirements applicable to paper transcripts.**
- The electronic media upon which the electronic Transcript is transcribed must be labeled in accordance with the Rule.
- The court reporter's signature on the electronic media constitutes the reporter's certificate.

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